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Class Specifications
for the Class:

MEASUREMENT STANDARDS PROGRAM MANAGER
(MEASUREMENT STDS PRGM MGR)

Class Distinguishers:

Managerial Responsibility: This class reflects a branch chief responsible for managing the State's measurement standards program, which aims to ensure consistency and fairness in transactions and processes involving measuring instruments, product standards, and pricing, and packaging and labeling of consumer commodities. The work involves the formulation of program policies, objectives, budgetary and staffing requirements, and the establishment of operating procedures for the integration and control of services and promotion of program efforts.

Complexity: The sole position in this class plans, organizes, directs and coordinates the measurement standards program.

Program activities include the validation of measurement standards specifications (i.e., assuring that the State's primary standards are in conformance with the national physical standards); and enforcement and regulatory functions (e.g., routine testing and approval of measuring devices; investigation of consumer complaints involving a measuring process or petroleum quality, odometer tampering, quantity, method of sale, labeling, and price representation of consumer and non-consumer packages; examination, licensing, and enforcement of legal requirements for persons engaged in the sale, service and repair of commercially used measuring equipment and provision of measurement services to the public; development of standards and practices to assure commodities or services sold are fair and in accordance with good commercial practices; enforcement of general labeling, net content, and pricing laws for packaged commodities; comparison of standards used by various public and private organizations to the State's primary standards; and testing petroleum products for conformance with quality standards and labeled claims.

Supervision Exercised: Directs the metrology laboratory, inspectional, regulatory and educational activities through subordinate supervisors.

Full Performance Knowledge and Abilities: *(Knowledge and abilities required for full performance in this class.)*

Knowledge of: Principles and practices of metrology, engineering, physics, or a related field; concepts of physics, electricity and magnetism, heat, mechanics and strength of materials; State and federal laws, rules, regulations, etc., relating to the inspection and testing of trade measurement devices, packaging and labeling of consumer and non-consumer products, quality testing of petroleum products, licensing and registration of persons who sell, service, and repair measuring instruments, etc.; trends and developments in trade measurement standards, practices, techniques, etc.; administrative procedure (i.e., rulemaking, et al); inspection and enforcement methods, techniques, practices, etc.; principles and practices of investigation; rules of evidence; research methods and techniques; problem solving methods and techniques; report writing; and principles and practices of management and supervision.

Ability to: Plan, develop, organize, and direct a statewide measurement standards program; develop and interpret program rules, regulations, policies, procedures, etc., relating to the measurement standards program; develop operational policies and procedures; draft legislative proposals; solve problems logically and systematically; read and analyze reports, technical material, etc., and reach sound conclusions; speak and write effectively on technical matters when dealing with public, private groups, and individuals; prepare and present comprehensive oral and written reports; formulate budget, staffing and other operating requirements; and supervise and evaluate the work of others.

Examples of Duties: *(The sole position may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

1. Plans, develops, implements, coordinates and evaluates the State's measurement standards program. Develop and evaluates program goals and objectives, policies and procedures.
2. Directs, through subordinate supervisors, metrology laboratory, inspectional, regulatory and educational activities, which are carried out to ensure the development

and uniform application of standards with regard to weighing and measuring devices and commodity packaging.

3. Develops and directs an extensive compliance enforcement and metrology program involving the issuance of verbal warnings, written notices of violations, citations and notices to appear, formal administrative hearings, and/or prosecution by county, State and federal prosecutors.
4. Reviews and evaluates programs; identifies the need for new programs, changes to existing programs, and/or the elimination of existing programs; and seeks sources of funding for programs.
5. Evaluates program activities for conformance with division, department and legislative policies and authorization.
6. Revises program activities to meet changing economic conditions and technological advancements.
7. Resolves disagreements between districts and programs over emphasis and direction.
8. Establishes guides and internal policies.
9. Interprets rules, statutes, and procedures for staff or client groups.
10. Actively seeks out new innovations, technology or approaches to problems through the ingenuity and resourcefulness of staff or through individual research.
11. Reviews reports, records and data prepared and submitted by staff to determine if a violation warrants initiating a formal administrative hearing.
12. Prepares formal notice of violation and cease and desist order, and if necessary, conducts administrative hearing in conjunction with the Attorney General's Office.
13. Advises division administrator of the status of program activities and special projects. Prepares comprehensive reports on activities as required by the division administrator, Board of Agriculture, Legislature, federal government, and/or other governmental agencies.
14. Participates in the development of legislative proposals; analyzes, evaluates, and assesses the validity and feasibility of legislative bills and resolutions impacting

branch programs; provides comments or recommendations to the division administrator; and prepares and presents testimony as requested.

15. Prepares and justifies operational budget, expenditure plans and variance reports; and evaluates expenditure pattern throughout the year based on budget constraints.
16. Participates in the interview and selection of new staff members; evaluates work performances of subordinates; recommends approval of leave requests; maintains discipline and resolves minor grievances; provides orientation to new staff members; provides training; and recommends personnel actions affecting subordinates.

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This is the first specification for the new class
MEASUREMENT STANDARDS PROGRAM MANAGER (MEASUREMENT STDS PRGM
MGR).

Effective Date: _____

DATE APPROVED: _____
JAMES H. TAKUSHI
Director of Human Resources Development